Inmate Welfare Fund

1001.1 PURPOSE AND SCOPE

The Office is authorized to maintain a fund derived from proceeds from the commissary, vending machines, telephones and other inmate-related commerce activities, to be used primarily to provide welfare and education programs for the benefit of the inmate population. This policy establishes guidelines for maintaining and administering the Inmate Welfare Fund.

1001.2 INMATE WELFARE FUND

The Corrections Support Services Captain in cooperation with the Financial Services Bureau will establish and maintain an Inmate Welfare Fund where proceeds derived from inmate telephones, commissary profits, vending machines and other income intended for the support of inmate programs, is deposited.

The Inmate Welfare Fund is allocated to support a variety of programs, services and activities benefiting the general inmate population and enhancing inmate activities and programs. This includes capital construction and improvement projects in support of such programs, services and activities.

1001.3 INMATE WELFARE FUNDING SOURCES

Revenues and funding from the following sources shall be deposited into the Inmate Welfare Fund account:

(a) All proceeds from commissary operations

(b) Proceeds from vending machines made available for inmate use

(c) Proceeds from the operation of inmate telephones

(d) Proceeds from the sale of inmates' arts-and-crafts projects

(e) Donations

(f) Interest income earned by the Inmate Welfare Fund

1001.4 EXPENDITURE OF INMATE WELFARE FUNDS

The Inmate Welfare Fund shall be used solely for the welfare and benefit of the inmate population or as otherwise permitted by law.

Expenditures permitted from the Inmate Welfare Fund include, but are not limited to, the following:

(a) Education programs

(b) Recreational goods and services, such as:

1. Recreational equipment, games and sporting goods

2. Televisions and cable/satellite subscriptions, video players and content media

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3. Library books
4. Vending machines

(c) Salary and benefit costs for personnel while they are employed in positions or are performing activities solely for the benefit of inmates or to facilitate inmate programs

(d) Welfare packages for indigent inmates

(e) Alcohol and drug treatment programs

(f) Office facility canteens, including vending machines available for inmate use

(g) Inmate trust accounting system

(h) Envelopes, postage and personal hygiene items for indigent inmates

(i) Approved non-prescription, over-the-counter health aids for inmate use

(j) Libraries designated for inmate use

(k) Visiting room equipment, supplies and services

(l) Inmate activity programs, including:

1. Equipment for television viewing
2. Visiting music/entertainment groups
3. Music equipment and supplies
4. Activities equipment, supplies and services
5. Repair of equipment purchased from the Inmate Welfare Fund
6. Food or supplies for special occasions
7. Inmate awards for the purpose of providing umpires or referees, and maintaining activity equipment and apparel
8. Inmate tournaments and holiday events
9. Inmate club activities
10. Entertainment equipment, cable or satellite subscription services and other related supplies
11. Materials for faith-based programs

1001.5 FINANCIAL ACCOUNTING OF INMATE WELFARE FUNDS

The Corrections Support Services Captain in cooperation with the Financial Services Bureau shall maintain an accounting system to be used for purchasing goods, supplies and services that support inmate programs.

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Inmate Welfare Fund

An audit of the Inmate Welfare Fund shall be completed annually by a certified auditor recognized by the Office as an authorized financial auditor.

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